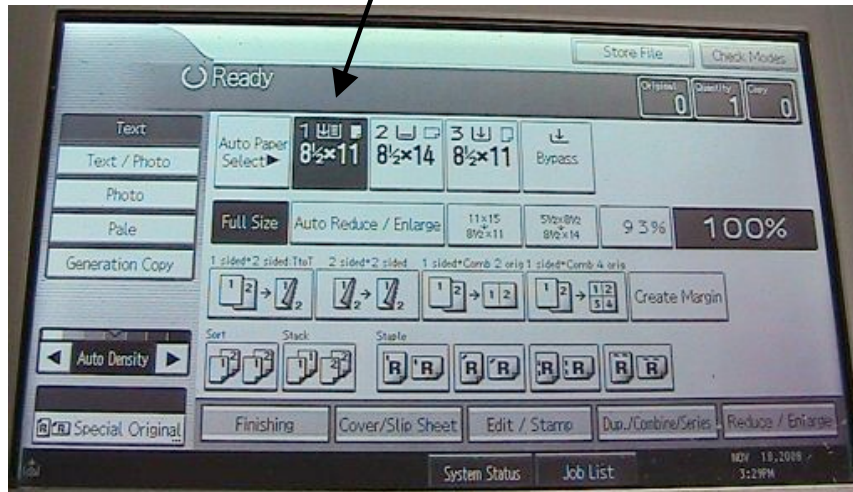


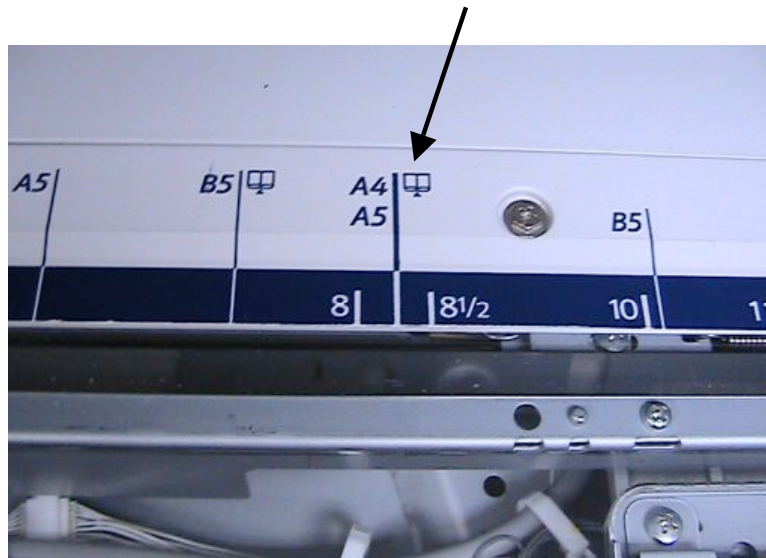
RICOH COPIER

Bound Originals: How to copy two facing pages of a book at the same time.

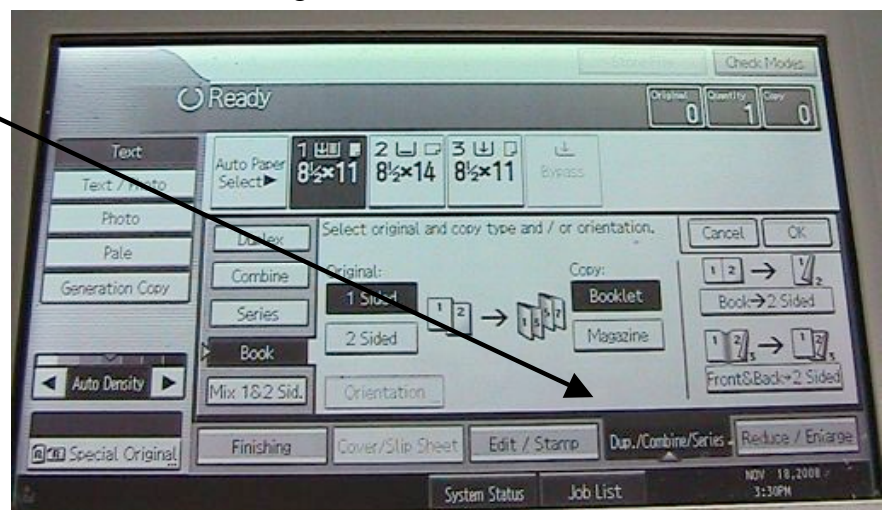
1. Choose paper size (8 ½ by 11)



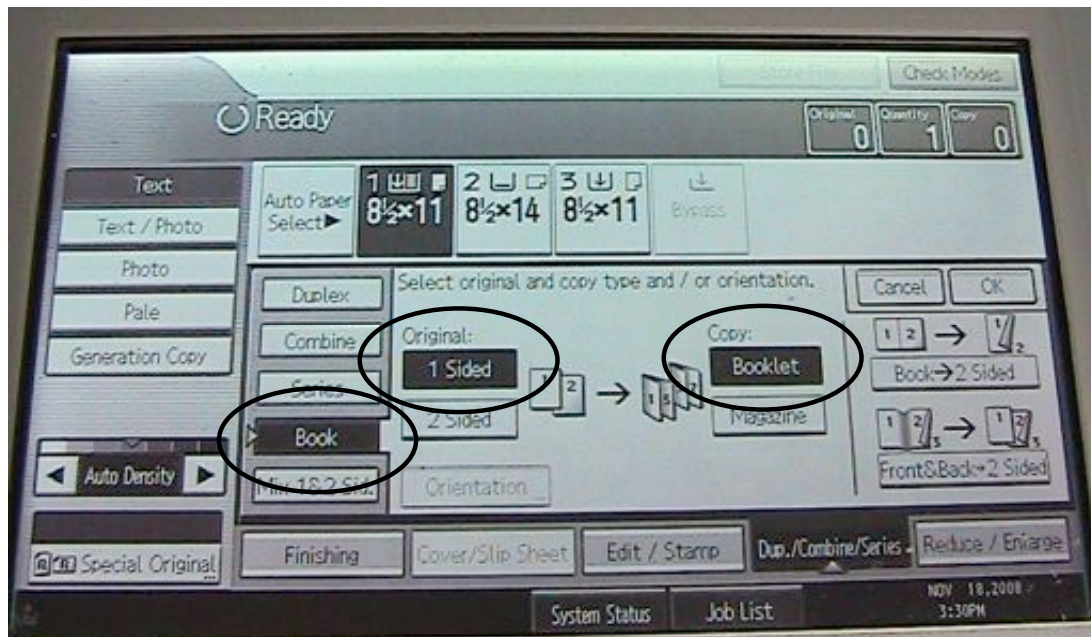
2. Place the open book in line with the book image at A4/A5



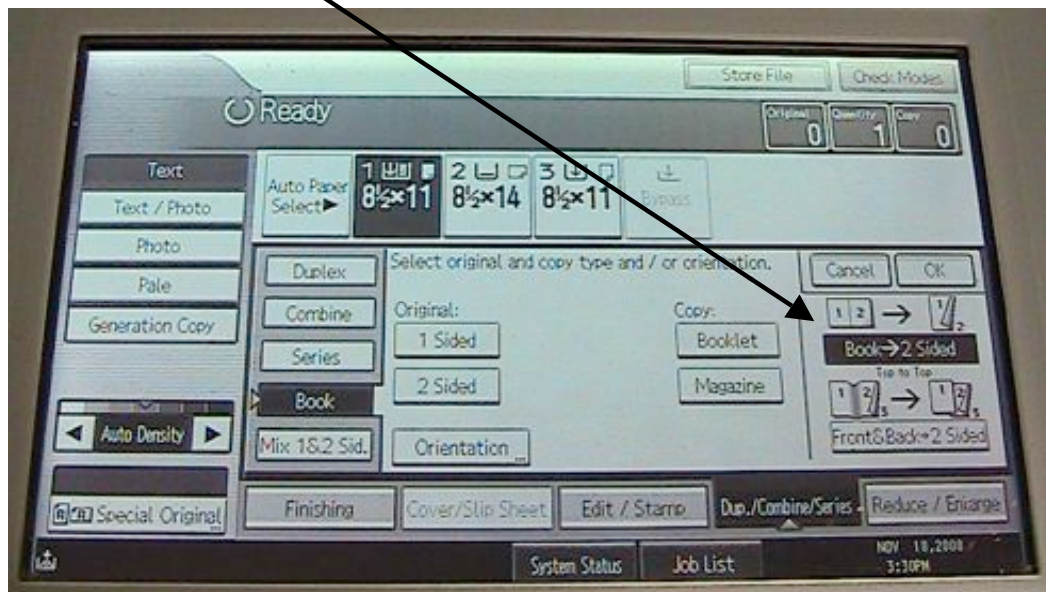
3. Select the button which is second from left along the bottom:
Dup./Combine/Series



4. A new window appears. Select “Book” from the left column of the window, then under ‘Original’, select 1 Sided, and under ‘Copy’ select Booklet.



5. On the right side of the window, select Book → 2 sided, if you want your copies to be 2 sided.



Note:

If you need multiple, collated copies of several pages (for example, if you are producing stapled sets for students), it is best to make one copy first, then run that through indicating the number of stapled copies you need.

If you need multiple, uncollated copies, specify the number of copies you need as you copy from the book.